

STAFF SERVICES MANAGER II (SUPERVISORY)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 2006

Collective Bargaining Identification: M01

Job Analysis Conducted By: Julie Amaro, Staff Services Analyst

Number of Incumbents: Per Department of Corrections and Rehabilitations Filled/Vacant Position Report dated May 22, 2006, there are 13 incumbents in this classification

Names of the Subject Matter Expert(s) and their background:

Deborah Jones-Brown, Staff Services Manager III, Office of Fiscal Services

Ms. Jones-Brown has been a Staff Services Manager III in the Office of Fiscal Services since July 2005. Prior to this, she was a Staff Services Manager II for approximately 2 years. She has been with the department for 6 years.

George Sifuentes, CEA III, Office of Facilities Management

Mr. Sifuentes is currently a CEA III in the Office of Facilities Management. Prior to this he has been both a Staff Services Manager I and a Staff Services Manager II. He has been with the department for 19 years.

Paul Warner, Staff Services Manager III, Office of Civil Rights

Mr. Warner has been a Staff Services Manager III in the Office of Civil Rights since April 2005. Prior to this he was a Staff Services Manager I. He has been with the department for 15 years.

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REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

SMEs reviewed the existing job analysis for Staff Services Manager II (Supervisory), dated December 2002, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, willingness statements were added. Copies of the revised Tasks and KSA's have replaced old Tasks and KSAs; however the original language has been maintained on a disk in this binder marked December 2002.